



JPL Education Office Presents:

# Professional Development Series:

## Resume 101 Workshop

Jenny Tieu, Education Project Manager

Roslyn Soto, Education Project Manager

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**Jet Propulsion Laboratory**  
California Institute of Technology

# Resume 101 Workshop

## Overview

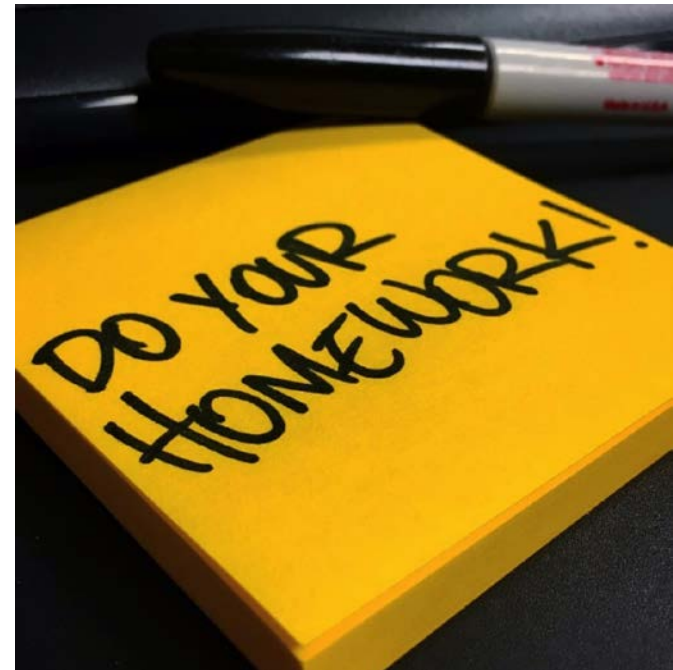
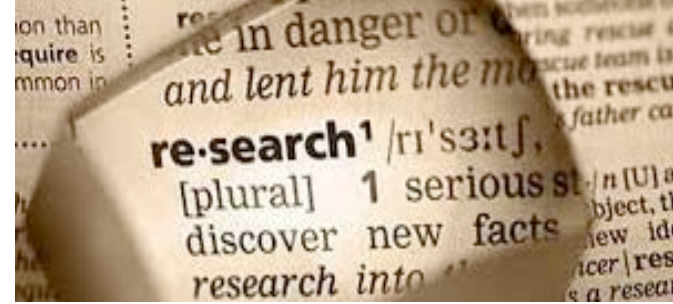
- What is a Resume?
- Content breakdown
- Do's and Don'ts
- Q & A



# Resume 101 Workshop

## WHAT IS A RESUME?

- A self-promotional document about YOU
- Sells your relevant and positive credentials
- It's the first impression an employer has about you



# Resume 101 Workshop

## WHAT INFORMATION IS ON A RESUME?

- Contact Information
  - Citizenship
- Objective
- Education
- Work Experience
- Academic Experience
- Relevant Skills
- Volunteer Experience/  
Extracurricular Activities
- Publications/Presentations
- Awards/Scholarships

JOHN SMITH  
4800 Oak Grove Dr. ♦ Pasadena, CA 91109 (818) 354 - 1 2 6 0 ♦ internships@jpl.nasa.gov

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**OBJECTIVE**  
Aeronautics and Astronautics Engineering Student looking to gain experience with NASA's Jet Propulsion Laboratory in the field of Robotics or continue with the understanding and establishment of systems engineering as it pertains to Opto-Mechanics requirement formulation with regards to design, from idea to concept through implementation phase.

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**EDUCATION**

Stanford University	2017 - Current
• Bachelor of Science in Aeronautics and Astronautics Engineering (2019 Projected)	
• Related Course Work: Statics, Dynamics, Thermodynamics, Principles of Robotic Autonomy	
San Diego Mesa College (GPA: 3.95)	2014 - 2017
• Associate of Science in Physics 2017 with High Honors	
• Related Course Work: General Chemistry, Calculus I, Calculus II & III(Honors), Physics-Mechanics, Electricity & Magnetism, Waves, Optics & Modern Physics, JAVA & C/C++ Programming	

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**RELEVANT SKILLS**

- Holds Security Clearance (Expires: 2020)
- Knowledgeable of laboratory equipment for testing small satellites (vibration tables and thermal vacuums)
- Skilled in various types of instrumentation used for testing aircraft (ground support equipment, borescopes, and engine overspeed test kit)
- Versed in these Computer Languages: JAVA (Beginner), C++ (Beginner), Python (Beginner)
- Proficient in these Computer Programs: NX11, SOLIDWORKS, Systems Tool Kit (STK) - Level I Certified, Microsoft Office (PowerPoint, Excel, Word), Nalcomis, Optimized Organization Maintenance Activity (OOMA), F-18 Automated Maintenance Environment (FAME)

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**EDUCATIONAL EXPERIENCE**

Student Assistant - NASA Community College Aerospace Scholars (NCAS)	Spring 2017
• Selected out of a group of 125 NCAS Alumni to return as a student aid/mentor.	
• Guided, and answered questions from, new NCAS students with knowledge from hands on experience using Lego EV3 kits.	
• Built playing field and judged each teams' overall performance for both rover competitions, daily spirit competitions, and final presentations.	
• Facilitated travel between hotel and laboratory resulting in an on-time arrival of each of the 41 students for all 4 days of the program.	
Student - NASA Community College Aerospace Scholars (NCAS)	Fall 2016
• Completed 5-week online program resulting in a 98 percent overall score.	
• Selected to attend onsite workshop at NASA Jet Propulsion Laboratory. Performed all functions, but not limited to, of the Chief/Systems Engineer, resulting in selection as the team's MVP.	
• Served as the technical lead of the rover, resulting in 100% mission success for both iterations.	
• Coordinated rover design and development.	
• Ensured that software engineers coordinated with design/research engineers and that all interfaces were clear and understood.	
Peer Mentor/Tutor - San Diego Mesa College	7/2015 - 5/2017
• Mentored incoming student veterans in all aspects of the San Diego Community College system.	
• Tutored student veterans in Chemistry, Calculus, Physics, and other soft skills as needed to ensure success at school and in life goals.	
• Mentored 3 students in the application process for NCAS resulting in their selection to begin the online portion.	

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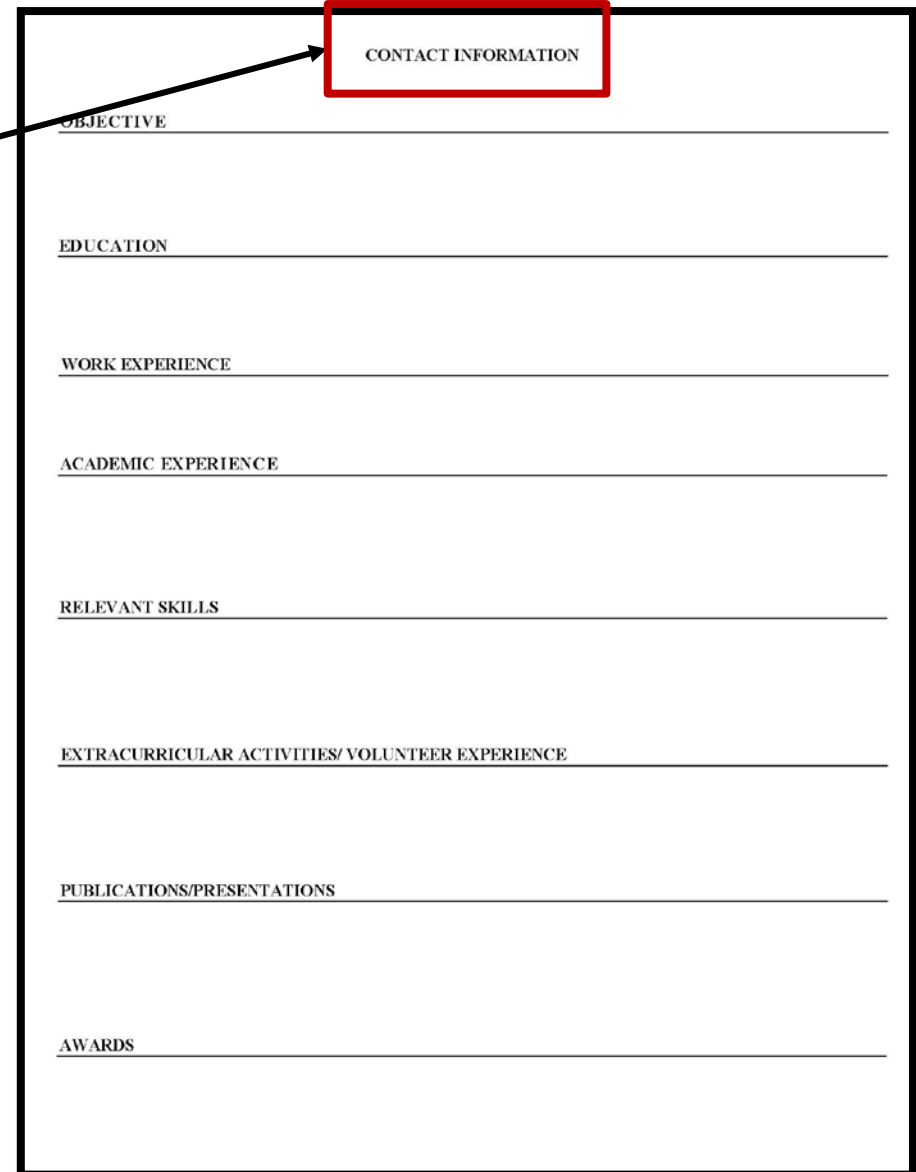
**WORK EXPERIENCE**

Intern - NASA Jet Propulsion Laboratory (JPL)	6/2017 - 8/2017
• Developed a concept of a next generation optical system using Siemens NX Computer Aided Design (CAD) tool and Electronic Products Data Management (EPDM) system.	
• Incorporated JPL design practices, rules of thumb, and lessons learned from past programs and vendor feedback.	
• Received direct input from the optical, system, thermal, and mechanical engineers that deliver requirements for the system design and incorporated those into the mechanical configuration, CAD, models of the optical system.	

# Resume 101 Workshop

## CONTACT INFORMATION

- Name
- Email
- Phone Number
- Address (optional)
- Citizenship
  - US Citizen
  - Lawful Permanent Resident (LPR)
  - Foreign National



CONTACT INFORMATION

OBJECTIVE

EDUCATION

WORK EXPERIENCE

ACADEMIC EXPERIENCE

RELEVANT SKILLS

EXTRACURRICULAR ACTIVITIES/VOLUNTEER EXPERIENCE

PUBLICATIONS/PRESENTATIONS

AWARDS

# Resume 101 Workshop

## OBJECTIVE

- Objective Goals
- Tailored to the organization and/or position
- Avoid general statements

CONTACT INFORMATION

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OBJECTIVE

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EDUCATION

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WORK EXPERIENCE

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ACADEMIC EXPERIENCE

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RELEVANT SKILLS

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EXTRACURRICULAR ACTIVITIES/VOLUNTEER EXPERIENCE

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PUBLICATIONS/PRESENTATIONS

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AWARDS

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# Resume 101 Workshop

## EDUCATION

- Institution(s)
- Degree(s)
- Major/Minor
- Anticipated Grad Date or Transfer Date
- GPA



CONTACT INFORMATION	
<u>OBJECTIVE</u>	
<u>EDUCATION</u>	
<u>WORK EXPERIENCE</u>	
<u>ACADEMIC EXPERIENCE</u>	
<u>RELEVANT SKILLS</u>	
<u>EXTRACURRICULAR ACTIVITIES/ VOLUNTEER EXPERIENCE</u>	
<u>PUBLICATIONS/PRESENTATIONS</u>	
<u>AWARDS</u>	

# Resume 101 Workshop

## WORK EXPERIENCE

- Organization
- Location
- Dates
- Roles
- Titles
- Brief Description

CONTACT INFORMATION

OBJECTIVE

EDUCATION

WORK EXPERIENCE

ACADEMIC EXPERIENCE

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# Resume 101 Workshop

## ACADEMIC EXPERIENCE

CONTACT INFORMATION
OBJECTIVE
EDUCATION
WORK EXPERIENCE
ACADEMIC EXPERIENCE
RELEVANT SKILLS
EXTRACURRICULAR ACTIVITIES/VOLUNTEER EXPERIENCE
PUBLICATIONS/PRESENTATIONS
AWARDS

- Academic Projects
- Competitions
- Special Campus Programs
- Other NASA Activities

# Resume 101 Workshop

## RELEVANT SKILLS

- Coursework
- Laboratory Skills
- Computer Skills with Proficiency level
- Soft Skills
- Remote Skills
- New Tools

CONTACT INFORMATION
<u>OBJECTIVE</u>
<u>EDUCATION</u>
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<u>ACADEMIC EXPERIENCE</u>
<u>RELEVANT SKILLS</u>
<u>EXTRACURRICULAR ACTIVITIES/ VOLUNTEER EXPERIENCE</u>
<u>PUBLICATIONS/PRESENTATIONS</u>
<u>AWARDS</u>

# Resume 101 Workshop

## EXTRACURRICULAR ACTIVITIES/ VOLUNTEER EXPERIENCE

- STEM Clubs and Organizations
- Sports Activities
- Youth Programs
- Outreach Activities
- Volunteer Tutoring

CONTACT INFORMATION

OBJECTIVE

EDUCATION

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ACADEMIC EXPERIENCE

RELEVANT SKILLS

EXTRACURRICULAR ACTIVITIES/VOLUNTEER EXPERIENCE

PUBLICATIONS/PRESENTATIONS

AWARDS

# Resume 101 Workshop

## PUBLICATIONS/PRESENTATIONS

- Scholarly Journals
- Books
- Posters
- Presentations

CONTACT INFORMATION
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ACADEMIC EXPERIENCE
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EXTRACURRICULAR ACTIVITIES/ VOLUNTEER EXPERIENCE
PUBLICATIONS/PRESENTATIONS
AWARDS

# Resume 101 Workshop

## AWARDS

- Scholarships
- Honors
- Service Medals
- NASA Awards

CONTACT INFORMATION
<u>OBJECTIVE</u>
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<u>AWARDS</u>

# Resume 101 Workshop



## DO's

- Spell Check
- Spell out Acronyms
- Clean, Concise & Consistent Format
- Action Words
- Appropriate Tense
- Formal Name
- Phone Number
- Professional Voicemail Message



## DON'Ts

- Reply on Spell Check Alone
- Small Fonts
- Mix Font Types
- Fancy Paper
- Color Paper
- 1<sup>st</sup> Person Pronouns
- Pictures
- Birthdate
- Social Security Number
- Parent's Email Address/Phone

# Resume 101 Workshop

## SUMMARY

- Present yourself in the best possible light
- Get as much feedback as possible
- Check your spelling and grammar
- Keep it professional
- Living document



# Resume 101 Workshop

## Q & A

### Education Office Contacts:

[Jenny.Tieu@jpl.nasa.gov](mailto:Jenny.Tieu@jpl.nasa.gov)

[Roslyn.Soto@jpl.nasa.gov](mailto:Roslyn.Soto@jpl.nasa.gov)

Main Office Phone: 818-354-1260

Email [internships@jpl.nasa.gov](mailto:internships@jpl.nasa.gov)

### Human Resources Contacts:

[Logan.J.Mcbride@jpl.nasa.gov](mailto:Logan.J.Mcbride@jpl.nasa.gov)

[Mariann.Andres@jpl.nasa.gov](mailto:Mariann.Andres@jpl.nasa.gov)

### Resources:

[www.jpl.nasa.gov/edu/students/your-internship/](http://www.jpl.nasa.gov/edu/students/your-internship/)





**Jet Propulsion Laboratory**  
California Institute of Technology

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[jpl.nasa.gov](https://jpl.nasa.gov)